

**Mayor's Task Force on Budget and Efficiency  
Special Meeting Minutes- June 26, 2012**

A Special Meeting of the Mayor's Task Force on Budget and Efficiency was held on **Tuesday, June 26, 2012** at 5:15 pm in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut. The following members were in attendance Richard Miecznikowski, Co-Chairman, John Smith, Co-Chairman, Councilmembers Kevin Fuller and Eric Carlson, Chris Wilson and Paul Tonon. Lisa Casey was absent.

**Agenda**

- 1. Call to order.**
- 2. Discussion of the mission of the Task Force and to take any action as necessary.**
- 3. Discussion of procedures for gathering information and collection of data and to take any action as necessary.**
- 4. Discussion of future agenda items and to take any action as necessary.**
- 5. Discussion of future meeting dates and to take any action as necessary.**
- 6. Adjournment.**

- 1. Call to order.**

Rich Miecznikowski called the meeting to order at 5:15 pm.

- 2. Discussion of the mission of the Task Force and to take any action as necessary.**

John Smith read a suggested Mission Statement he prepared for the Task Force.

*To explore all available opportunities that would enhance the efficiency of both municipal and educational operations for the City of Bristol with the goal to allow for the continuation and growth of existing services along with creating a template for establishing an attractive and stable mill rate. The resultant proposal(s) should be directed to have a impact on the development of future fiscal year budgets for the City of Bristol along with possible specific recommendations for the 2013-2014 fiscal year.*

- 3. Discussion of procedures for gathering information and collection of data and to take any action as necessary.**

Discussion was held on key personnel to help gather information relevant to the task at hand. Rich and John have started to meet with Department Heads, such as Parks and Recreation to gather information relevant to the process. Boards and Commissions will be interviewed along with employees. Rich stated Diane Ferguson and Glenn will play an integral role in the process.

- 4. Discussion of future agenda items and to take any action as necessary.**

John Smith went over a list of discussion items for future meetings.

- Formalize the mission of the task force; identify what results are achievable in the allotted time frame.

- Discuss procedures to utilize when meeting with various stakeholders.
- Interview Board and Commissions i.e. Public Wks, Park, Library etc. The task force should draft a list of appropriate questions so that the discussions yield meaningful results.
- Interview department heads individually – again with appropriate questions.
- Interview council persons individually to gain ideas.
- Meet with and appropriate personnel at the BOE – review budget development practices, forecasting procedures, reporting documents.
- Review all collective bargaining agreements, City and BOE, to assess commonality
- Explore areas of possible interdepartmental collaboration.
- Review literature which may offer insight into best practices for municipal operations and educational operations.
- Perform a list search to connect with other governmental agencies which may have performed a similar project.

Paul Tonon requested a report of the last three years, line item by line item highlighting large dollar amount discrepancies among the departments along with a three year budget forecast. Paul stated the Board of Education needs to be in sync otherwise the Task Force will not be successful.

Chris Wilson stated the Insurance Plans offered to employees and retirees should be looked into, especially people staying in the pool when they are Medicare eligible. The Insurance experience should be reviewed and how it is allocated into the departments. John stated the City has an insurance consultant which collects data and can get that information for the Task Force.

Rich Miecznikowski discussed collaboration among City Departments and Board of Education, everyone sharing resources and equipment.

Kevin Fuller stated the Unions should also be involved in this process, they are very approachable and may have suggestions the Task Force doesn't come up with.

John Smith suggested taking an inventory of all services provided. Glenn Klocko offered a suggestion of reviewing the budget book document, page by page as a guide. Every Department is listed in the book with a service narrative, past year accomplishments, next year goals and performance data. The book can also provide an order to follow, instead of jumping around.

Chris Wilson asked what the members should be doing between now and the next meeting, will the co-chairs be assigning tasks. John stated they will come up with a plan for meeting individually with Department Heads and Board Chairpersons, and let the members know of their tasks. Chris stated he does not want the Task Force to duplicate the work the Board of Finance already does during the budget process.

**5. Discussion of future meeting dates and to take any action as necessary.**

The following dates were agreed upon for future meetings:

July 10, 2012	5:30 pm	Council Chambers
July 26, 2012	5:30 pm	Council Chambers
August 2, 2012	5:30 pm	Council Chambers
August 23, 2012	5:30 pm	Council Chambers

**6. Adjournment.**

*Kevin Fuller made a motion seconded by Paul Tonon "to adjourn" at 6:10 p.m.  
Motion approved unanimously.*

*JODI A. MCGRANE*

*Jodi A. McGrane  
Recording Secretary*